

## Time & Leave Entry

### EXEMPT EMPLOYEE 2 HOURS SICK

**SCENARIO:** An exempt employee requests 2 hours sick leave. The employee typically works 8 hours per day.

<b>STEP 1:</b>	Select the menu items in the following order: <b>Time and Leave &gt; Maintain Employee Timesheet</b>
<b>Expected Results:</b>	The Find an Existing Value page will display.
<b>STEP 2:</b>	<p>You must enter <b>SOKID</b> in the Set ID field.</p> <p>You may enter the following primary search criteria:</p> <ul style="list-style-type: none"> <li>A. <b>Department ID</b> in the "Department" field;</li> <li>B. <b>Pay Period End Date</b> in the Pay Period End Date field;</li> <li>C. <b>Employee ID</b> in the "EmplID" field;</li> <li>D. <b>Employment Record Number</b> in the "Employment Rcd Nbr" field.</li> <li>E. Click <b>Search</b>.</li> </ul> <p>You may wish to enter the following alternate search criteria:</p> <ul style="list-style-type: none"> <li>A. Employee's <b>Name</b> in the "Name" field; or</li> <li>B. Employee's <b>Social Security Number</b> in the "Social Security #" field.</li> </ul>
<b>Expected Results:</b>	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.
<b>STEP 3:</b>	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by <b>Clicking</b> on the employee's row of information.
<b>Expected Results:</b>	The employee's timesheet will display.
<b>STEP 4:</b>	<b>View</b> the timesheet. Do not enter any hours of leave. Since the employee is exempt, you record leave in 1/2 or Full day increments.
<b>Expected Results:</b>	The exempt employee's timesheet will not display any earnings codes or hours. An exception is a holiday credit earnings code (HDE) and hours will default into the timesheet if the exempt employee's position is attached to holiday schedule other than PSTV. Another exception is if the exempt employee is attached to an exception work schedule for labor distribution purposes.
<b>STEP 5:</b>	<b>Click</b> on the "Ok to Process?" checkbox.
<b>Expected Results:</b>	A checkmark will display in the "Ok to Process?" checkbox.

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<b>STEP 6:</b>	<b>Click</b> on "SAVE."
<b>Expected Results:</b>	The words, Processing and then Save, will flash on the upper right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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